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5 APR 1962

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Shuttle Service Between the New Building and Adjacent Parking Areas

REFERENCES : (a) Memorandum for Director of Logistics from Deputy Director (Support), dated 20 March 1962, same subject  
(b) Memorandum for Deputy Director (Support), from Director of Logistics, dated 5 March 1962, same subject

1. This memorandum is for information only and is an interim reply to reference a. It provides the information available to date on furnishing subject service by means of tractor-trailer trains.

2. The estimate of equipment required is based on the use of a gasoline-powered tractor pulling six nine-passenger trailers. (Attachment 1) Depending on traffic, it is estimated that a minimum of twenty minutes would be required for each tractor to make a round trip. On this basis, one tractor-trailer train could make four round trips each morning and evening. It has been estimated (reference b.) that 2,750 employees would be expected to use such a service each morning and evening, therefore, a minimum of 12 tractor-trailer trains would be required. The purchase price of 12 tractors and 72 trailers would be approximately \$139,200 including freight charges from Chicago to Washington, D. C. (Attachment 2) The cost of equipping all trailers with canvas tops and side curtains would be a minimum of \$300 per trailer for a total of \$21,600. Initial investment in equipment would then approximate \$160,800. The annual salary of 12 drivers (W-4) would amount to \$51,916.80.

3. The above estimate of equipment required has been made solely on the basis of literature provided by the manufacturer. To obtain exact equipment requirements for providing the subject service, it would be necessary for the manufacturer's representative to survey our specific situation and make recommendations.

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No Change in Class. ☐  
☒ Declassified  
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4. Inquiries have been made of other manufacturers and as soon as they have responded, additional information will be forwarded.

**JAMES A. GARRISON  
Director of Logistics**

**Attachments:**

1. Manufacturer's literature
2. Equipment costs

**Distribution:**

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*WAG*  
*4/5/62*

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